

# How to Attend a Cisco Unified MeetingPlace Meeting

A Cisco Unified MeetingPlace meeting typically, but not always, consists of a voice component and a web component. You can join each of the meeting components individually or all at once. Click **Help** from any Cisco Unified MeetingPlace web page to get additional information when attending your meetings.

## Attending a Web Meeting Through an Outlook E-Mailed Invitation

### Procedure

**Step 1** Open the meeting notification e-mail or calendar reminder.

**Step 2** Click the meeting link

**Step 3** (Optional) If you have not previously signed in, sign in as either a profiled user or as a guest user and click **Attend Meeting**.

**Note** If you have a MeetingPlace account, always sign in with your profile to access the full range of web features.

**Step 4** (Optional) Join the web conference or have the MeetingPlace call your phone if not already connected.

**Note** If you are having the system dial a number that is not within the states UC phone system you will need to prefix the number with the appropriate 8 or 9 depending on if the number is long distance or local to Jefferson City.

## Attending a Phone Meeting

**Step 1** Dial 573-522-2777 (or 22777 internally).

**Step 2** Enter the meeting ID followed by #.

**Step 3** Follow the prompts to record your name and join the meeting.

### NOTE

Your user ID for MeetingPlace is your daily computer login@your full domain. For example: Joe Ruessing on BDS is [ruessj@bds.state.mo.us](mailto:ruessj@bds.state.mo.us) your password is your normal AD password.

## Attending a Cisco Unified MeetingPlace Meeting through Your Web Browser

### Procedure

**Step 1** Open a web browser.

**Step 2** Enter the URL <http://meeting.mo.gov/>

**Step 3** Enter the meeting ID and press **Enter**.

**Step 4** If you have not previously signed in, sign in as either a profiled user or as a guest user and click **Attend Meeting**.

**Note** If you have a MeetingPlace account, always sign in with your profile to access the full range of web features.

**Step 5** (Optional) Join the voice or video component of your meeting if you are not automatically connected.

a. Click the phone icon in the top right of the meeting console.

b. Click **Connect**.

c. Choose a connection endpoint in the Connect Me window.

d. If necessary, enter your phone number or video endpoint number so that the system can connect you and click **Connect Me**.

**Note** If you are having the system dial a number that is not within the states UC phone system you will need to prefix the number with the appropriate 8 or 9 depending on if the number is long distance or local to Jefferson City.

## Scheduling a Cisco Unified MeetingPlace Web Meeting with Outlook

You can only schedule a Cisco MeetingPlace meeting if your user profile is set up to allow you to schedule meetings.

### Procedure

**Step 1** Open your Microsoft Outlook calendar.

**Step 2** Select a date.

**Step 3** Double-click the time you want your meeting to start.

**Step 4** Complete your meeting setup in Outlook as normal. IE set the participants and time and date, then move to step 5 before sending.

**Note** Do not enter the word MeetingPlace as part of your location. The system is designed to overwrite whatever you enter as part of the location field if you do.

**Step 5** Click the **MeetingPlace** tab.

**Step 6** Click **Yes, create a new meeting** or **Yes, use my reservation less ID (123456)**

**Step 7** Enter the meeting details.  
“**Max number of participants**” “**Reserve video resources**” and “**Web meeting room access**” will reserve system resource for the meeting. Max number of participants is defined as how many connections will be made, not by the number of people involved in the meeting. IE, a conference room phone is 1 participant.

**Step 8** Enter a message or a location for your meeting, or change standard Microsoft Outlook appointment settings.

**Step 9** Click **Send**.

Cisco Unified MeetingPlace schedules the meeting. Invitees receive meeting notifications. The meeting is displayed in your Microsoft Outlook calendar.

## Scheduling a Cisco Unified MeetingPlace Web Meeting with the Web Interface

When scheduling a Cisco Unified MeetingPlace web meeting, you must select a web conferencing provider. This procedure covers Cisco Unified MeetingPlace as your web conference provider.

Click **Help** from any Cisco Unified MeetingPlace web page to get additional information when scheduling your meetings.

### Procedure

**Step 1** Open a web browser.

**Step 2** Enter the URL <http://meeting.mo.gov>

**Step 3** Click **Schedule Meeting** then type in your username and password.  
Use your UPN as the username. Example [DoeJ203@bds.state.mo.us](mailto:DoeJ203@bds.state.mo.us)

The New Meeting page is displayed.

**Step 4** Enter the meeting details, such as the meeting ID to define your own, date, time, and meeting duration.

**Step 5** (Optional) Click **Recurrence** to make this a recurring meeting and set your recurrence pattern.

**Step 6** Choose **Cisco Unified MeetingPlace** as the web conference provider.

**Step 7** Choose a meeting template.

**Step 8** (Optional) If you are inviting participants who will be attending from outside your private corporate network, choose

**Yes** for the **Allow External Web Participants** parameter.

**Step 9** Add invitees.

**Step 10** (Optional) Click **Attachments/Recordings** and add any documents or meeting comments that you want attached to the meeting.

**Step 11** (Optional) Click **More Options** to modify your meeting options.

**Step 12** (Optional) Click **Account** to modify your meeting preferences.

**Step 13** Click **Schedule** on the New Meeting page.

Cisco Unified MeetingPlace will send meeting notifications to all invited participants.

